

## **Business Greetings**

Formal	Informal
<ul> <li>Good morning</li> <li>Good afternoon</li> <li>Good evening</li> <li>Hello</li> </ul>	© Hi © Hey
<ul> <li>It's lovely to meet you</li> <li>It's nice to meet you</li> <li>It's a pleasure to meet you</li> <li>It's nice to finally put a face to the name</li> <li>It's an honour to meet you</li> <li>Good to see you again</li> </ul>	<ul><li>Long time no see</li><li>Look what the cat dragged in</li><li>Look who it is</li></ul>
<ul> <li>How are you doing?</li> <li>How are you?</li> <li>How have you been?</li> <li>What have you been up to?</li> </ul>	<ul> <li>How's it going?</li> <li>How are things?</li> <li>How's life?</li> <li>How is everything?</li> <li>What's up?</li> <li>What's new?</li> </ul>
<ul><li>□ I'm well, thank you</li><li>□ I'm very well, thank you</li></ul>	<ul><li>Not too bad, thanks</li><li>I'm fine, thanks</li></ul>
<ul><li>And you?</li><li>What about you?</li></ul>	

